

Private Vehicle Modifications

Definition: Private Vehicle Modifications are modifications to a privately owned vehicle used to transport the waiver recipient and any equipment needed by the recipient which makes the vehicle accessible to the recipient. Modifications to any government subsidized vehicle is not permitted. Private Vehicle Modifications may include consultation and assessment to determine the specific modifications/equipment needed, follow-up inspection after modifications are completed, training in use of equipment, repairs not covered by warranty, and replacement of parts or equipment. Private Vehicle Modifications may not be used for general repair of the vehicle. To ensure cost-neutrality, the Private Vehicle Modification service must be within a monetary cap of \$7500 per vehicle and a lifetime cap of 2 vehicles per recipient. The approval process for Private Vehicle Modifications is initially determined by the Service Coordinator/Early Interventionist based on the recipient's needs as identified and documented in the plan of care, the consultation/assessment results (if applicable) and the availability of a privately owned vehicle that would be used for transportation on a routine basis. The criterion used in assessing a recipient's need for this service are: 1) The parent or family member cannot transport the individual because the individual cannot get in or out of the vehicle; or 2) the individual can drive but cannot get in or out of the vehicle and a modification to the vehicle would resolve this barrier. The consultation/assessment does not require submission of bids. The approval process is the same for any privately owned vehicle modification, regardless of ownership.

Please note: If a recipient does not utilize the entire \$7500 cap for a Private Vehicle Modification and they proceed to modify a second vehicle, the balance remaining from the first Private Vehicle Modification will not transfer to the new/second Private Vehicle Modification.

Providers: Private Vehicle Modifications must be provided by vendors who are enrolled with SCDHHS as Durable Medical Equipment (DME) providers, those enrolled with SCDHHS as Private Vehicle Modification providers.

Environmental Assessments/Consultations can be completed Licensed Medicaid enrolled Occupational or Physical Therapists, Medicaid enrolled Rehabilitation Engineering Technologists, Assistive Technology Practitioners and Assistive Technology Suppliers certified by the Rehabilitation Engineering Society of North American (RESNA), Medicaid enrolled Environmental Access/Consultants/contractors certified by Professional Resource in Management (PRIME) or by vendors who are contracted through the DSN Board to provide the service.

Arranging for the Service: Before proceeding with bid requests, the **Private Vehicle Modifications Fact Sheet (MR/RD Info Sheet-3)** must be given to the consumer and/or legal guardian. The information included in this fact sheet should be explained fully.

Once the recipient's specific need has been identified and documented in the Plan and it is determined that Private Vehicle Modifications is the appropriate service to meet the need, the scope of the work/specifications must be determined. This should be done in consultation with the recipient and/or family and should define the expected modifications as clearly as possible. There are two ways to accomplish this task:

1. The Service Coordinator/Early Interventionist can define the expected modifications by meeting with the consumer/family, examining the vehicle, reviewing the modifications that are needed, and developing some parameters in writing to provide to the providers submitting bids. This is a crucial step to ensure that all requested provider bids are based on similar expectations.

OR

2. The expected modifications can also be defined by obtaining a Private Vehicle Modification Consultation by using part of the \$7500.00 Private Vehicle Modification cap.

The written specifications that are developed, either by the Service Coordinator/Early Interventionist or by an independent consultant, must be provided to the providers when requesting bids and each provider's bid must be based on the specifications. Furthermore, the consumer will have to be present when the provider examines the vehicle.

Private Vehicle Modification Consultations are requested by entering the cost for the consultation onto the Waiver Tracking System under Private Vehicle Modifications (S26). Consultations do not require the submission of bids; however, the cost cannot exceed \$600.00/consultation. Once approved, the consultation must be authorized using the **Authorization for Service (MR/RD Form A-14)** which directs the provider to bill the local DSN Board. Consultations cannot be billed directly to South Carolina Department of Health and Human Services.

Once the scope of the modification has been determined and put in writing by the Service Coordinator/Early Interventionist or independent consultant, a listing of available providers should be shared with the recipient/family or the recipient should be made aware of the qualifications for providers and asked to select providers to give at list three written bids. This offering of choice of provider must be documented in the recipient's file.

Repairs: Three bids must be obtained if repairs are \$300.00 or more. If the repairs are less than \$300.00, three bids are not required. The same procedures outlined below apply to repairs.

Obtaining Bids: You should assist the family as needed in scheduling and arranging for at least three (3) written bids from providers. Three (3) written bids must be obtained and submitted to SCDDSN in accordance with State Procurement and SCDDSN Directive 250-08-PD for approval before any work can be authorized. If three written bids could not be obtained, the Service Coordinator/Early Interventionist should submit any actual written bids received along with documentation to include a list of the providers the family requested written bids from whom did not comply. This issue will be considered when the written bids are reviewed and a decision will be made by SCDDSN Central Office, according to State Procurement, if these attempts can be considered "a no bid" and count towards the three bid requirement. If not, continued efforts will be needed to located three (3) written bids.

When a bid is received the **Acknowledgement of Bid Submission for Private Vehicle Modifications (MR/RD Form 61)** must be completed and forward to all Providers that submitted a bid. This communication notifies the provider that you have received their bid and they **cannot** proceed with beginning services without written authorization from the Service Coordinator/Early Interventionist.

At the time the three (3) written bids are submitted, the costs for the modification/repair should be entered into the Waiver Tracking System (S26). In all cases, the lowest bid must be indicated. In all cases, the award will be made to the lowest responsive and responsible bidder. If a bid is submitted from a contractor that has been debarred by the State of South Carolina Materials Management Office, then the bid will be dismissed and a new bid will have to be obtained.

If the consumer/legal guardian has communicated concerns and issues about using the lowest bidder that involve possible bad references, proof of faulty work, complaints from the Better Business Bureau, etc. the Service Coordinator/Early Interventionist must submit in writing the reasons and concerns that the consumer/legal guardian has about the provider. SCDDSN Central Office staff will examine this information and if legitimate, documented and substantiated concerns are noted, this information will be reported to the State of South Carolina Materials Management Office. The State of South Carolina Materials Management Office will review this information and if they concur the vendor will be debarred. However, this decision will not impact the use of this provider/contractor for this particular project.

Along with the written bids and justification, you must complete the **Acknowledgment of Lifetime Monetary Cap for Private Vehicle Modifications (MR/RD Form E-2)** with the consumer or legal guardian. This form must be submitted to the Cost Analysis Division at SCDDSN via fax (803) 898-9657 along with the three written bids and the Private Vehicle Modification consultation, if applicable. The monetary cap of \$7500 per vehicle, with a limit of two vehicles, for Private Vehicle Modifications cannot be exceeded. **This lifetime monetary cap is applicable to all modifications completed after October 1, 2004.** To assure the cap is not exceeded, the recipient's file must be researched and the **MR/RD Form E-2** completed. The VIN Number of the vehicle that is to be modified must be obtained and included on the **Acknowledgment of Lifetime Monetary Cap for Private Vehicle Modifications (MR/RD Form E-2)**. The total dollar amount spent for previous modifications (if any after 10/1/04) must be indicated along with the dollar amount for the requested modification. This form must be signed by the consumer or legal guardian.

Once the request for the modification has been approved on the Waiver Tracking System, the consumer/legal guardian must review the **Private Vehicle Modification Project Agreement (MR/RD Form 61)**, agree to it terms and sign it before services can be authorized. Once the form is signed, the Service Coordinator/Early Interventionist can authorize the service.

Authorizing the Service: If the chosen provider is enrolled with SCDHHS and wishes to bill Medicaid directly for the modification, the **Authorization for Services (MR/RD Form A-13)** should be used. Include a copy of the authorized bid and the Private Vehicle Modification assessment (if applicable).

If the chosen provider is not enrolled with SCDHHS **or** prefers to bill the board for the service, the **Authorization for Service (MR/RD Form A-14)** should be used. Include a copy of the authorized bid and the Private Vehicle Modification assessment (if applicable).

Please note: if the consumer and/or his/her legal guardian desires private vehicle modifications above the \$7,500.00 monetary cap and can secure external and separate funding for those additional modifications, they can **privately** contract with the same professional/contractor. Any additional work portion funded by the family or other outside resources cannot be a part of the DSN Board's written authorization. It must be a separate contract between the consumer/family and their chosen provider.

Monitoring the Services: You must monitor the effectiveness, benefits, and usefulness of the service along with the recipient's/family's satisfaction with the service. The following criteria should be followed when monitoring Private Vehicle Modifications.

- On site monitorship during the vehicle modification phase

AND/OR

- On site monitorship of completed modifications to verify that the work is complete, adequate, and satisfactory to the family within **two weeks** of completion before payment is requested and issued.

Monitorship of this service must occur with the individual/family. Some items to consider during monitorship include:

- Has the modification begun? Is the individual satisfied with the work that has been done so far? Does the provider show the individual courtesy and respect when working on his/her vehicle?
- Once the modification is complete: Was the modification completed as originally prescribed?
- Is the individual satisfied with the end result of the modification?
- Is it functional?
- How has it made his/her vehicle more accessible and safe?
- Was he/she satisfied with the provider of the modifications?
- Are there additional needs that were included in the bid and the authorized modification that were not met by the provider?

Reduction, Suspension, or Termination of Services: If services need to be reduced, suspended, or terminated, a written notice must be forwarded to the consumer or his/her legal guardian. Include the details regarding the change(s) in service and the Reconsideration and Appeal Information. You must wait ten (10) calendar days before proceeding with the reduction, suspension or termination of the service. The general termination form that was used in the past is no longer used. See *Chapter 9* for specific details and procedures regarding written notification and the appeals process.

**S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
MR/RD WAIVER**

**AUTHORIZATION FOR SERVICES
TO BE BILLED TO SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN
SERVICES**

TO: _____

RE: _____

Recipient's Name

/

Date of Birth

Address

Medicaid # / / / / / / / / / / / /

You are hereby authorized to provide the following service(s) to the person named above. Only the number of units rendered may be billed. Please note: This nullifies any previous authorization to this provider for this service(s).

Prior Authorization # / / / / / / / / / /

Private Vehicle Modification (X9322):

General Description: _____

Amount Authorized: \$ _____

Date of Bid: _____ (Attach a copy of the bid and consultation if appropriate)

Repairs: _____

Amount Authorized: \$: _____

_____ **Consultation**

Amount Authorized: \$ _____ (not to exceed \$600.00)

Service Coordinator/Early Interventionist: **Name / Address / Phone # (Please Print):**

Signature of Person Authorizing Services

Date

**S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
MR/RD WAIVER**

**AUTHORIZATION FOR SERVICES
TO BE BILLED TO DSN BOARD**

TO: _____

RE: _____

Recipient's Name

/

Date of Birth

Address

Medicaid # / / / / / / / / / / / /

You are hereby authorized to provide the following service(s) to the person named above. Only the amount authorized may be billed. Please note: This nullifies any previous authorization to this provider for this service(s).

Private Vehicle Modification

General Description: _____

Amount Authorized: \$ _____

Date of Bid: _____ (Attach a copy of the bid and consultation if appropriate)

Repairs: _____

Amount Authorized: \$: _____

_____ Consultation

Amount Authorized: \$ _____ (not to exceed \$600.00)

REMIT BILL TO (Please print):

Signature of Person Authorizing Services

Date

SC Department of Disabilities and Special Needs

MR/RD Waiver

Acknowledgment of Lifetime Monetary Cap for Private Vehicle Modifications

Name: _____

SSN: _____

DSN Board/Provider: _____

Service
coordinator/early
interventionist: _____

This recipient's record has been reviewed. Since October 1, 2004, \$_____ of MR/RD Waiver funding has been used to complete modifications on his/her behalf. The modifications being requested will cost \$_____ for the vehicle with the following VIN Number _____. This amount, in addition to the amount previously spent, will not exceed the lifetime monetary cap of \$7,500 per vehicle with a lifetime cap of 2 vehicles.

Signature

Date

****THIS DOCUMENT MUST REMAIN IN THE WORKING FILE
AT ALL TIMES.****



Mental Retardation/Related Disability Waiver South Carolina Department of Disabilities and Special Needs Private Vehicle Modifications Fact Sheet

- Private Vehicle Modifications for people served through the Mental Retardation/Related Disabilities (MR/RD) Waiver depend upon the individual's assessed needs and whether funding is available under the monetary cap of \$7,500.00 per vehicle with a lifetime cap of 2 vehicles. Procurement law and regulations apply along with specific restrictions and limits since federal Medicaid funding is being used.
- Private Vehicle Modifications must be completed by a licensed provider and the provider must comply with all equipment warranty requirements.
- Three written bids must be obtained and the lowest bid used.
- Examples of appropriate requests for private vehicle modifications include wheelchair lift, tie down system, lowered floor or raised roof when necessary, and other modifications that facilitate entry/exit and interior movement, and to safely restrain a wheelchair during transit. Private Vehicle Modifications may include consultation and assessment to determine the specific modifications/equipment needed, follow-up inspection after modifications are completed, training in use of equipment, repairs not covered by warranty, and replacement of parts or equipment. Private Vehicle modifications may not be used for general repair of the vehicle.
- Resources are not sufficient to provide high-tech driving equipment and luxurious interior customizing, such as sound systems, VHS/DVD players, oak or teak trim work, extravagant seating, recreational accessories, etc.
- Routine maintenance and general repairs to the vehicle such tune-ups, engine/transmission servicing and parts replacement, air conditioning repair and replacement maintenance, tire care and replacement, painting, body work and batteries are the responsibility of the vehicle owner.

**S.C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
MENTAL RETARDATION/RELATED DISABILITIES (MR/RD) WAIVER**

Private Vehicle Modifications Project Agreement

- 1) ☐ I understand that the requested private vehicle modifications are being funded with public money. This consists primarily of federal Medicaid funding and a smaller portion of state funding.
- 2) ☐ I have seen and agreed to the specifications for the private vehicle modification. I understand that only what is in the approved specifications will be provided and funded.
- 3) ☐ I understand that under South Carolina state procurement law, the requested private vehicle modification project must be awarded to the lowest qualified bidder.
- 4) ☐ I agree that I will not request or instruct the provider to change any of the approved specifications after the project is awarded.
- 6) ☐ I agree that any additional work performed by the provider must be separately negotiated between the provider and the owner and will be the sole financial responsibility of the owner.
- 7) ☐ I agree to work cooperatively with the provider to insure a positive working relationship during the course of the project.
- 8) ☐ I agree to be available during the project if the provider needs to take measurements of me or my wheelchair or ask questions to insure I will benefit from these modifications.
- 9) ☐ I understand that I must notify my Service Coordinator immediately if any unforeseen problems occur during the project.

I have read, understand, and agree to each of the above terms. I also understand that the requested private vehicle modifications cannot proceed without my signature below.

Signature of MR/RD Waiver Participant
(if age 18 years or older)

Date

OR

Signature of Parent/Legal Guardian/Homeowner

Signature of Service Coordinator/Early Interventionist

Date

SC Department of Disabilities and Special Needs

Mental Retardation/Related Disabilities (MR/RD) Waiver

Acknowledgment of Bid Submission for Private Vehicle Modifications

Provider: _____

Address: _____

MR/RD Waiver Recipient: _____

Service Coordinator/Early Interventionist: _____

The _____ (DSN Board/Service Coordination Provider) has received your bid in the amount of \$ _____ for private vehicle modifications that are proposed for the above named MR/RD Waiver recipient. Your bid will be reviewed along with others submitted. If your bid is approved, you will receive written authorization from the Service Coordinator/Early Interventionist. **Under no circumstance should you begin work on these private vehicle modifications without written authorization from the Service Coordinator/Early Interventionist.** MR/RD Waiver funding cannot be used to pay for a service that was initiated or provided prior to authorization. If you have any questions, please do not hesitate to me at the number noted below.

Service Coordinator/Early Interventionist: _____

DSN Board/Provider: _____ Phone: _____

Address: _____

Signature: _____ Date: ____/____/____

Original: Provider

Copy: File